



TOEFL

2005-06

Policies in this bulletin are in effect
from July 2005 to March 2006.

FREE COPY

Test of English as a Foreign Language™

Information *and* Registration

BULLETIN

for
Computer-based and Paper-based Testing

Important!

Make sure you have the correct bulletin!

This bulletin is for **computer-based** and **paper-based** testing **ONLY**. Information about TOEFL Internet-based testing is in a separate bulletin. To find out when Internet-based testing will begin in your area, visit www.ets.org/toefl/nextgen/timeline.html.

Test center and institution code lists are
now in the Learners & Test Takers section
of the TOEFL Web site at www.ets.org/toefl.

*Listening.
Learning.
Leading.*

www.ets.org/toefl

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TOEFL TEST AT A GLANCE

Visit the TOEFL Web site at www.ets.org/toefl for the most up-to-date information.

REGISTRATION AND APPOINTMENT SCHEDULING

See pages 6-9 for detailed information about test registration and appointment scheduling.

ONLINE Test takers with credit cards can register online for **both the paper-based test and the computer-based test** in the Learners & Test Takers section of the TOEFL Web site at www.ets.org/toefl. American Express, Discover, JCB, MasterCard, and VISA are accepted. Online registration deadlines for the paper-based test are the same as the U.S./Canadian deadlines shown in this bulletin. There is no extra charge for this service. If you are not sure whether your online registration was successful, contact your Regional Registration Center (CBT) or TOEFL Services (PBT) to avoid possible duplication.



Computer-Based

United States, U.S. Territories,* and Canada

PHONE Call the test center directly (see pages 16-17) or the Prometric TOEFL Registration center at 1-800-GO-TOEFL (1-800-468-6335).

TTY 1-800-529-3590

WALK-IN Go to a test center on the day you would like to test. Unscheduled examinees are admitted on a first-come, first-served basis. You are NOT guaranteed an appointment. Be sure to take appropriate identification and an acceptable form of payment (see pages 6-10.)

International Testing Locations

PHONE Call the Regional Registration Center (RRC) for the country in which you plan to test at least three business days prior to requested test date. (See pages 16-17 for RRC contact information.)

If you live OUTSIDE the United States and wish to test WITHIN the United States, call 1-443-751-4862.

* American Samoa, Guam, Puerto Rico, and U.S. Virgin Islands

MAIL or FAX

Complete the International Test Scheduling Form in this bulletin. Mail or fax to the RRC that services the country where you plan to test. Refer to the "Instructions" on the scheduling form.



Paper-Based

MAIL

Complete the paper-based test registration form in this bulletin and mail to ETS in the envelope provided.



Coming in September 2005 The Next Generation TOEFL Test

A new, Internet-based version of the TOEFL test will be phased in beginning September 2005. It will be introduced in the United States in September and will be administered in Canada, France, Germany, and Italy in October. It will be offered in the rest of the world in 2006. To find out when the new test will be available in your country, visit www.ets.org/toefl/nextgen/timeline.html or see the separate *Information and Registration Bulletin* for TOEFL Internet-based testing.

TEST TAKERS WITH DISABILITIES

- ▶ ETS is committed to serving test takers with disabilities by providing services and reasonable accommodations deemed appropriate given the purpose of the test. Nonstandard testing accommodations are available for test takers who meet ETS eligibility criteria. For more information and registration materials, please use one of the communication methods listed on page 5, or download the materials from the TOEFL Web site (www.ets.org/toefl).

TEST PREPARATION MATERIAL

- ▶ After your registration for the TOEFL test has been processed, free practice materials will be mailed to you. It takes approximately four weeks to receive this material. Consider this timing when registering to test. Walk-in test takers will not receive free test preparation materials. However, the free test preparation material can be downloaded from the TOEFL Web site at www.ets.org/toefl. Please visit the Web site for additional information about the free material as well as other practice materials available for purchase.
- ▶ Join the TOEFL Practice Online community at www.ets.org/toeflpractice where you can prepare for a test or improve your academic English-language skills.

ON THE TEST DAY

Computer-Based

- ▶ Report to the test center at least 30 minutes prior to your appointment. If you arrive late, you may not be admitted, and your test fee will be forfeited.
- ▶ ID requirements (pages 9-10)
- ▶ Test center procedures and regulations (pages 10-12)
- ▶ If you have a CBT voucher, take it to the test center.
- ▶ The entire test session is approximately four hours long.

Paper-Based

- ▶ Report to the test center no later than the time printed on your admission ticket. If you arrive late, you may not be admitted, and your test fee will be forfeited.
- ▶ ID requirements (pages 9-10)
- ▶ Test center procedures and regulations (pages 10-12)
- ▶ The entire test session is approximately four hours long.

ABOUT THE TOEFL® TEST

The purpose of the TOEFL test is to evaluate the English proficiency of people whose native language is not English. In 2003-04, more than 720,000 people registered to take the test.

TOEFL scores are accepted by more than 5,000 colleges, universities, and licensing agencies in 90 countries.

The test is offered in three formats: computer-based, paper-based, and beginning in September 2005, Internet-based. The computer-based test is offered in most parts of the world. In areas where access to the computer-based test may be limited, the paper-based version of the test is administered. Internet-based testing will be offered first in the United States in September and will be administered in Canada, France, Germany, and Italy in October. It will be offered in the rest of the world in 2006. This bulletin contains information about the computer-based and paper-based formats of the test. A separate *Registration and Information Bulletin* is available about TOEFL Internet-based testing.

If you do not know which version of the test (computer-based or paper-based) is offered in your country or area, refer to the computer-based test center lists in the Learners & Test Takers section of the TOEFL Web site at www.ets.org/toefl. If your country or area is not listed, refer to the paper-based test center list on the same site.

Every test center is open to all properly registered persons, regardless of race, color, creed, or national origin.

Computer-Based Test

The computer-based TOEFL test (CBT) is offered year-round at institutional sites such as colleges and universities and at testing centers operated by Prometric, a division of Thomson Learning.

The computer-based TOEFL test has four sections, all of which are mandatory at each administration.

- ▶ **Listening** measures the ability to understand English as it is spoken in North America. This section tests comprehension of main ideas, supporting ideas, important details, and inferences. You will both see and hear the questions before the answer choices appear.
- ▶ **Structure** measures the ability to recognize language that is appropriate for standard written English. The language tested is formal, rather than conversational. When topics have a national context, they refer to United States or Canadian history, culture, art, or literature. However, knowledge of these contexts is not needed to answer the questions.
- ▶ **Reading** measures the ability to understand short passages similar in topic and style to academic texts used in North American colleges and universities. You will read a variety of short passages on academic subjects and answer several questions about each passage.
- ▶ **Writing** measures the ability to write in English on an assigned topic. You must compose an essay in order to receive a total score.

Paper-Based Test

The paper-based TOEFL test (PBT) is offered six times a year in specific locations throughout the world (see the test center list on the TOEFL Web site). The test takes about 3 and 1/2 hours to complete. You will be given a test book and a paper answer sheet on which to record your responses.

The test has three sections:

- ▶ **Listening Comprehension**—measures ability to understand English as it is spoken in North America.
- ▶ **Structure and Written Expression**—measures ability to recognize language that is appropriate for standard written English.
- ▶ **Reading Comprehension**—measures ability to understand non-technical reading matter.

The test that you take may include one or more questions that do not count toward your score. These are new questions that help ETS determine how such questions function under actual testing conditions.

Each section of the test has a time limit. The supervisor will tell you when to start and stop each section. You may read or work on a section only during the time allotted for that section. If you finish one section early, you may NOT go on to the next section, and you may NOT go back to a previous section. Failure to follow this rule will be considered cheating, and your scores will be canceled.

The Test of Written English (TWE®) is a 30-minute writing test that is required of everyone taking the paper-based test. You will write a short essay on the one topic printed in your TWE test book to demonstrate your ability to write in English. This includes the ability to generate and organize ideas, to support those ideas with examples or evidence, and to compose in standard written English in response to an assigned topic. You will not need special knowledge of the topic. There is no separate fee for the TWE.

You will write your essay on a two-sided answer sheet attached to your TOEFL answer sheet. When you are told to begin work, read the instructions and the essay question carefully. You must write only on the assigned topic. If you write an essay on a different topic, it will not be scored. You will probably want to spend a few minutes thinking about the kind of essay you will write, and you may wish to make a few brief notes. The test supervisor will tell you where to make your notes for the writing test. Plan to take at least 20 minutes to write your essay after you have read the instructions and made notes.

Web Resource Guide

www.ets.org/toefl

The official Web site of the TOEFL program has many resources you may find helpful.

- ▶ Sample TOEFL questions and a complete listing of TOEFL writing topics
- ▶ Free online tutorial to help you get ready to take the computer-based version of the test (how to scroll, how to use the mouse, and practice questions)
- ▶ Online Practice Community at www.ets.org/toeflpractice
- ▶ Free test preparation material
- ▶ Scoring information
- ▶ Frequently asked questions

CONTACT INFORMATION

GENERAL INQUIRIES

TOEFL Services

Phone

1-877-863-3546—United States, U.S. Territories,* Canada
1-609-771-7100—all other locations
Monday–Friday
8:00 a.m.–8:00 p.m. New York time
Phones are busiest all day on Monday.

Mail

TOEFL Services
Educational Testing Service
PO Box 6151
Princeton, NJ 08541-6151, USA

Include the following: name, address, date of birth, test date, appointment confirmation number or registration number, and phone number (U.S. residents only). Allow 4–6 weeks for a response.

Fax

1-609-771-7500
Registration forms cannot be faxed. Faxed correspondence will be handled in the same time frame as all other mail.

E-mail

toefl@ets.org

Allow approximately 3 to 5 business days for a response.

TEST TAKERS WITH DISABILITIES

Phone

1-866-387-8602—United States, U.S. Territories,* Canada
1-609-771-7780—all other locations
TTY Number: 1-609-771-7714

Mail

TOEFL Disability Services
Educational Testing Service
PO Box 6054
Princeton, NJ 08541-6054, USA

Fax

1-609-771-7165

E-mail

stassd@ets.org

COMPUTER-BASED TESTING REGISTRATION

See registration information on pages 6–9. To schedule your testing appointment in the United States, Guam, the U.S. Virgin Islands, Puerto Rico, and Canada, call the test center directly or 1-800-GO-TOEFL (1-800-468-6335). See the test center list in the Learners & Test Takers section of the TOEFL Web site. To schedule your testing appointment elsewhere, see pages 16–17 for addresses, phone numbers, and fax numbers for the international Regional Registration Centers (RRCs).

PAPER-BASED TESTING REGISTRATION

See registration information on pages 6–9 or contact TOEFL Services.

TEST QUESTION INQUIRIES

CBT and PBT Administrations

Mail

TOEFL Test Question Inquiries
42N-208
Educational Testing Service
Rosedale Road
Princeton, NJ 08541-0001, USA

Fax

1-609-683-2600

You must notify the test supervisor of a problem or question before you leave the test site. You can then notify ETS (see page 15).

EXPRESS COURIER DELIVERY

TOEFL Services (25Q-310)
Distribution and Receiving Center
225 Phillips Boulevard
Ewing, NJ 08628-7435, USA

TEST PREPARATION MATERIALS/ PUBLICATIONS

Phone

1-800-446-3319—United States, U.S. Territories,* Canada
1-609-771-7243—all other locations
Monday–Friday
8:00 a.m.–7:00 p.m., New York time

Mail

TOEFL Order Services
Educational Testing Service
PO Box 6161
Princeton, NJ 08541-6161, USA

SCORES AND/OR ADDITIONAL SCORE REPORTS BY PHONE

1-888-TOEFL44 (1-888-863-3544)—
United States, U.S. Territories,* Canada
1-609-771-7267—all other locations
1-609-771-7714 (TTY)

Available 6:00 a.m. to 10:00 p.m. New York time, 7 days a week.

TEST CENTER COMPLAINTS

For Computer-Based Tests

Educational Testing Service
Computer-Based Testing Network Group
Mail Stop 16-Z
Rosedale Road
Princeton, NJ 08541, USA
Attention: TOEFL Complaints

For Paper-Based Tests

Educational Testing Service
TOEFL Test Administration Services
PO Box 6163
Princeton, NJ 08541-6163, USA
Attention: TOEFL Complaints

Fax

1-609-771-7710

*American Samoa, Guam, Puerto Rico, and U.S. Virgin Islands

Visit the TOEFL Web site at
www.ets.org/toefl
for up-to-date information.

REGISTRATION INFORMATION

Fees for Tests and Services

US\$140	TOEFL test (computer-based and paper-based tests)
US\$40	Rescheduling fee (CBT only)
US\$20	Reinstatement of canceled scores (CBT only)
US\$17	Additional score report requests (per recipient)
US\$50	Essay/TWE rescore
US\$25	Paper-based answer sheet rescore
US\$20	Fee for returned check or declined credit card

Taxes will be added where applicable. Fees are subject to change without notice.

Payment Policies

All test payments must be made in full, be dated within 90 days of the date of receipt at the Regional Registration Center or ETS, have the correct numeric and written dollar amount, and have appropriate signature(s). Postdated checks will not be accepted.

Bank drafts, money orders, checks, and Eurochecks in U.S. dollars must be drawn on a bank in the United States and made payable to ETS-TOEFL. The bank name and its address should be preprinted on the face of the check. Checks in Canadian dollars must be drawn on a bank in Canada at the prevailing rate of the U.S. dollar plus GST/HST/QST. By sending your check, be aware that you are authorizing ETS at its discretion to use the information on your check to make a one-time electronic debit from your account for the amount of your check; no additional amount will be added. If you do not have sufficient funds in your account, an additional service fee of US\$20 will be debited electronically from your account. Contact ETS to learn about other payment options if you prefer not to have your check used in this way.

Services may be withheld for nonpayment of fees. If you do not submit the correct fee, your registration or request for service will be returned. Scores will not be released if a payment is returned for any reason.

Do not send cash or demand drafts. Receipts for bank checks or money orders are not acceptable. The actual negotiable check or money order must be sent with your request for service.

PREFERRED FORMS OF PAYMENT

- ▶ Credit card—American Express, Discover, JCB, MasterCard, or VISA
- ▶ CBT voucher
- ▶ Money order
- ▶ International money order
- ▶ Western Union® Quick PaySM—when completing the form, use the following under “Pay To:” Company Name: Educational Testing Service; Company Code: TOEFLPROGRAM NJ; Country: USA.
- ▶ Authorization voucher
- ▶ Bank draft (internationally)
- ▶ Currencies listed on this page
- ▶ UNESCO coupons (internationally)

ACCEPTABLE CURRENCIES

Payments made in the following currencies must be made at the telegraphic transfer selling (TTS) exchange rate of the U.S. dollar equivalent. A check, money order, or Eurocheck payable in any of these currencies must be drawn on a bank in the same country as the currency. For example, a check written in Danish kroner must be drawn on a bank in Denmark.

- | | | |
|---------------------|----------------------|--------------------|
| ■ Australian dollar | ■ Euro | ■ Norwegian kroner |
| ■ British pound | ■ Hong Kong dollar | ■ Singapore dollar |
| ■ Canadian dollar | ■ Japanese yen | ■ Swedish kroner |
| ■ Danish kroner | ■ New Zealand dollar | ■ Swiss franc |

Refund Policy

A partial refund of US\$65 is available if you

- ▶ cancel your CBT appointment no later than three full days before your appointment
- ▶ return an unused CBT voucher
- ▶ return an unused paper-based test admission ticket

To request a partial refund:

CBT credit card payments

- ▶ If you cancel your appointment no later than three full days before your appointment, a partial refund will be applied automatically to your credit card account approximately 7-10 days after your canceled test date.

CBT payments by check, CBT vouchers, and unused paper-based test admission tickets

- ▶ Complete the Refund Request Form on page 19. This form can also be downloaded from the TOEFL Web site.
- ▶ Mail the form to TOEFL Services, Educational Testing Service, PO Box 6151, Princeton, NJ 08541-6151, USA.
- ▶ If you have a CBT voucher or unused paper-based test admission ticket, return it with the completed request form.
- ▶ Your Refund Request Form (and voucher or admission ticket) must be received within 60 days after your canceled appointment, voucher expiration date, or paper-based test date.
- ▶ Refunds will be in U.S. dollars. If original payment was drawn on a U.S. bank, please allow 8 weeks for your refund to be processed. If original payment was made in NON-U.S. funds drawn on a bank outside the U.S., please allow 12 weeks for your refund to be processed.

Online Registration for Computer-Based Testing and Paper-Based Testing

Test takers with American Express, Discover, JCB, MasterCard, or VISA credit cards may register for the test online in the Learners & Test Takers section of the TOEFL Web site at www.ets.org/toefl. The online registration deadlines are the same as the U.S./Canada deadlines shown on the inside back cover of this bulletin. There is no additional charge for this service.

- ▶ Refer to “Mail-in Registration” and “Test Center Changes” for more information regarding test date and center assignment and changes.

Computer-Based Registration

CBT VOUCHER REQUEST

If you do not have a credit card or you do not want to give your credit card number over the telephone, you can complete a CBT Voucher Request Form. Follow these steps:

- ▶ Fill in all the information on the form, which is in the center of this bulletin.
- ▶ Include credit card information (American Express, Discover, JCB, MasterCard, or VISA) or a money order or check payable to ETS-TOEFL (see this page for payment policies and preferred forms of payment).
- ▶ Mail the form and payment to ETS-CBT, PO Box 371859, Pittsburgh, PA 15250-7859, USA, or use the envelope in this bulletin.

REGISTRATION INFORMATION *(continued)*

- ▶ In two to four weeks, you will receive a voucher number. You can then schedule an appointment to take the CBT by using the 16-digit voucher number. Do NOT call before you receive your voucher. Vouchers are valid for one year from date of issue. If you do not receive your CBT voucher, or if you have lost it, call the appropriate number under “General Inquiries” on page 5.

MAKE A CBT APPOINTMENT BY USING A CREDIT CARD AND CALLING...

- ▶ the test center directly or 1-800-GO-TOEFL (1-800-468-6335) if you plan to test in the United States, Canada, or a U.S. territory* (the test center list is in the Learners & Test Takers section of the TOEFL Web site)
- ▶ 1-443-751-4862 if you live outside the United States and want to test at a center in the United States
- ▶ the telephone number for the RRC for the country in which you plan to test (see pages 16-17 for the RRC for your area). You must call at least three business days before you would like to test.
- ▶ 1-800-529-3590 TTY

To schedule by phone, you will need a valid credit card: American Express, Discover, JCB, MasterCard, or VISA. You will be given an appointment confirmation number. Be sure to write it down. You will also get a test date, reporting time, and test center address when you call. Look at the International Test Scheduling Form (center of this bulletin) for the information you will be asked for when you call.

COMPLETE AN INTERNATIONAL TEST SCHEDULING FORM

If you are testing outside the United States, Canada, or a U.S. territory* and you do not want to schedule an appointment over the telephone.

- ▶ Fill in all the information on the International Test Scheduling Form (center of this bulletin). Be sure to indicate two test center choices.
- ▶ Include payment. (See page 6 for payment policies.)
- ▶ Mail or fax the completed form to the RRC for your area (see pages 16-17). Follow the instructions given on the back of the form.

You will be assigned a test date, time, and location based on the information you provide. If no appointments are available, you will be assigned to a date as close as possible to your choices. If your assigned test date does not meet your needs, contact the RRC within 24 hours of receipt of the letter notifying you of your appointment.

If you do not receive a confirmation of your appointment, you must call the RRC at least three business days prior to your first-choice appointment. If your choices are not in sequential order, you must call the RRC at least three business days prior to the earliest appointment choice.

WALK-IN SCHEDULING

If you are testing in the United States, Canada, or a U.S. territory* ONLY:

- ▶ Go to a test center on the day you would like to test and see whether testing appointments are available. You are NOT guaranteed an appointment. Unscheduled examinees are admitted on a first-come, first-served basis.
- ▶ Take your CBT voucher, if you have one, or the appropriate payment.
- ▶ Be sure to take your valid passport or other acceptable form of identification (see pages 9-10).

You may take the computer-based TOEFL test only once in any calendar month, even if you took the test and canceled your scores. For example, if you test in July, you must wait until August to take it again. If you test more than once in a calendar month, your new scores will not be reported, and your test fee will not be refunded. Violation of this policy may also result in additional action being taken.

Paper-Based Registration

MAIL-IN REGISTRATION

Complete the registration form contained in the envelope in the center of this bulletin.

- ▶ Use a black lead pencil, not a pen or marker. Print the information in the boxes and if you make changes, be certain to erase completely.
- ▶ Spell your name exactly as it is spelled on your identification document. Use English letters.
- ▶ When you fill in your date of birth, write it in this order: month, day, and year.
- ▶ Use the Department Codes list on page 17 to complete item 3 and the Native Language Codes list on page 18 to complete item 4.
- ▶ Choose a test date. Be sure there is enough time for ETS to process your registration form before the registration deadline listed.
- ▶ Use the test center list in the Learners & Test Takers section of the TOEFL Web site to select the center where you would like to test. Not all centers are open on all dates. You must select a center scheduled to be open on the date you plan to test.
- ▶ Fill in the center's four-digit code number.
- ▶ Sometimes all the centers in a geographic area are filled before the registration deadline date. Write in a second choice ONLY if you are willing and able to test in another city, town, or area. Test date assignment depends upon availability.
- ▶ If you live within 200 kilometers (125 miles) of a center that is open on one or more test dates, you are expected to take the test at the established center on a date it is scheduled to be open.
- ▶ If the center you selected is filled and there is no other center nearby, you have one of two choices:
 1. You can test on the next available date that your center is scheduled to be open. To do this, fill in circle #1 next to the words “the next available test date.”
 2. If you do not wish to test on any other date, fill in circle #2 next to the words “a test payment refund.” If you choose this option, your registration will not be transferred to another test date, but you will receive a refund of the total test payment and your registration will be canceled. Allow six to eight weeks to process your refund check. (Study material fees are not refundable.)

If you do not select either of the two options, TOEFL Services will refund your test fee.

- ▶ Sign and date the form. This means you agree to accept the conditions presented in this bulletin.
- ▶ Mail the form in the appropriate envelope in the center of this bulletin or mail it to
ETS-TOEFL/TSE/TOEIC
PO Box 382044
Pittsburgh, PA 15251-8044 USA

*American Samoa, Guam, Puerto Rico, and U.S. Virgin Islands

REGISTRATION INFORMATION *(continued)*

SCHEDULING HINTS FOR CBT AND PBT

- ▶ Register early; test centers fill up quickly.
- ▶ Take the test as soon as possible so your scores will be received in time to be considered with your application.
- ▶ Appointments and admission tickets are not transferable. You are not allowed to give your testing appointment to someone else.

You will not be admitted if you do not have the proper identification. See pages 9-10. The name you give when you register must match the name on the identification documents you will present at the test center.

TOEFL Admission Ticket

ETS will mail you an admission ticket. If you have *not* received your ticket two weeks before the test date, call TOEFL Services (see “Contact Information,” page 5).

FRONT OF THE TOEFL TICKET

Name

When you receive your ticket, check to be sure your name is spelled exactly as you printed it on your registration form. If your name is printed in English letters on the required identification document that you will present at the test center (see pages 9-10), your name must be spelled the same way on your admission ticket. Also check the printing of your birth date, sex, and address.

If changes are necessary, follow the directions on the ticket. You must give the corrections to the supervisor on the day of the test. Name changes cannot be made. Only misspellings of your name can be corrected.

If you correct an error in the printing of your name, birth date, or sex, the test center supervisor must verify the change with the information on your identification document. If the corrected information is the same, the supervisor will sign the ticket. If the supervisor does not sign your ticket, the change will not be made. All corrections are subject to approval by TOEFL Services. Only address changes will be accepted after the test date.



NOTE: Do NOT return the ticket; you will need it at the test center. After the test, the supervisor will collect tickets with corrections.

Registration Number

Your registration number will be printed on your ticket. Keep the number in a safe place. You must have it if you write to TOEFL Services.

BACK OF THE TOEFL TICKET

Institution and Department Codes

You may have official score reports sent directly to four institutions if you mark and correctly grid their code numbers and department numbers on your answer sheet.* Therefore, it is very important that you accurately complete area 3 on your admission ticket. A list of institution codes is in the Learners & Test Takers section of the TOEFL Web site at www.ets.org/toefl. Paper copies of the list are available through ETS or its representatives and at many local educational advising centers, universities, and libraries outside the U.S. and Canada. Department codes are on page 17 of this bulletin.

*If you are sponsored by an institution or agency and have given your permission to TOEFL Services, the institution or agency will also receive a copy of your official score report.

If you are applying to an institution that is not listed, contact the institution and ask for its ETS/TOEFL code number, or you can ask TOEFL Services for the code number. You must have this information before the test date so you can enter the code number on your answer sheet.

If you do not have code numbers, you will have to complete a TOEFL Score Report Request Form and pay the required fee (see page 21).

If you are applying as an undergraduate student (that is, you have finished secondary school but have not completed your studies for a bachelor's degree), print 00 in the boxes for department code on the back of your admission ticket. Your score report will be sent to the undergraduate admissions office.

If you are applying for graduate study (that is, you have already earned a bachelor's degree at a college or university), look at the Department Codes list on page 17. Find the name of the department in which you plan to study and then write the code number. If your department is not listed, write 99 in the boxes for department code on the back of your admission ticket. You must write a department code number so TOEFL Services can send your score report to the correct office. If you do not write a department code, your official score report may be sent to the institution's undergraduate school.

For an agency or an institution that is not a college or university, print 00 in the boxes for department code.

PHOTO FILE RECORD

Before you report to the test center, you must do the following:

- ▶ Sign the photo file record.
- ▶ Attach a recent photograph of yourself (taken within the last six months) showing only your face and shoulders.
- ▶ Write your name, test date, registration number, and center number on the back of your photograph before you glue it to the photo file record in case it becomes detached.
- ▶ Trim your photograph so that it is no larger than 5×5 cm or no smaller than 3×3 cm. It cannot be larger than the designated space.
- ▶ Glue or tape your photo to the form. Do NOT use staples. Laminated copies and photocopies are not acceptable.

IMPORTANT: If you do not receive an admission ticket, but have official authorization from TOEFL Services to take the test, you must still take a recent photograph and the required identification to the test center. The supervisor will give you a photo file record form to complete at the center.

You must give the supervisor a recent photograph or your scores will not be reported. The photograph you attach to your photo file record must be clear enough so there is no doubt about your identity. Your face in the photo must show you as you will look on the day of the test, for example, with the same hairstyle, with or without a beard.

The photograph attached to your photo file record will be printed on your examinee's score record and, in most instances, on the official score records sent to institutions.



NOTE: If you fail to submit a photo file record, your scores may not be reported.

TEST CENTER CHANGES

If you are unable to go to the assigned center, you may go to another test center on the date printed on your admission ticket, but there is no guarantee that space or test materials will be available for you to take the test. Do not telephone or go to the test center before the day of the test.

REGISTRATION INFORMATION *(continued)*

If you are admitted to the new test center, you must change the test center number that is printed on your admission ticket and your photo file record. The admission ticket must be given to the test center supervisor at the end of the test.

RESCHEDULING OR CANCELING

Computer-Based Test

- ▶ If you are testing in the U.S., Canada, or a U.S. territory*, go to the TOEFL Web site or call the appropriate test center or call 1-800-GO-TOEFL (1-800-468-6335). You must reschedule or cancel your test appointment no later than 3 full days before your appointment (not including the day of your test or the day of your request) or your test fee will be forfeited. Example: The deadline to reschedule a Friday appointment is Monday.
- ▶ If you are testing outside the U.S., Canada, or a U.S. territory*, go to the TOEFL Web site or call the appropriate RRC. You must reschedule or cancel your test appointment no later than 3 full days before your appointment (not including the day of your test

or the day of your request) or your test fee will be forfeited. Example: The deadline to reschedule a Friday appointment is Monday. The RRC must receive payment prior to rescheduling your appointment. Appointments cannot be rescheduled beyond one year of the original appointment date.

- ▶ If you cancel a CBT appointment with Prometric Testing Service or an RRC and you do not wish to register for another date, you may apply for a partial refund (see “Refund Policy” on page 6).
- ▶ If you do not cancel or reschedule, your full test fee will be forfeited. You will be charged US\$40 if you reschedule. You must provide your appointment confirmation number and the full name you used to make an appointment when you call.

Paper-Based Test

- ▶ You may not change your test date or cancel your registration. If you do not take the test and do not wish to register for another date, you may apply for a partial refund (see “Refund Policy” on page 6).

*American Samoa, Guam, Puerto Rico, and U.S. Virgin Islands

ON THE TEST DAY

Identification (ID) Requirements



How to use this information: All test takers must read Part 1. Depending on whether you will be testing within or outside your country of citizenship, you must also read either Part 2 or Part 3, as appropriate.



All test takers in Bangladesh, India, and Pakistan must use valid passports as their ID documents.

Part 1: Information for ALL Test Takers

- ▶ You must have acceptable and valid ID with a signature and photograph to be admitted to a test center. Identification requirements are strictly enforced. It is your responsibility to read and understand the instructions and requirements.
- ▶ If you arrive at the test center without the required identification, the test center administrator will not admit you, you cannot test, and you will forfeit your test fee.
- ▶ **When scheduling your appointment or completing your registration form, you must use exactly the same name that appears on the primary identification document you will present at the test center.** Make sure to provide your entire first (given name) and entire surname (family name). DO NOT register under a nickname. If the name shown on your primary identification does not match the name on your appointment record, you will not be permitted to test.
- ▶ **Only misspellings of your name can be corrected at check-in—NAME CHANGES WILL NOT BE MADE. If your name has changed for any reason, including marriage, you still must present primary identification in the name under which you made the appointment, or you will not be permitted to test.**
- ▶ If the test center administrator questions the ID you present, you will be required to present additional proof of identity. If positive confirmation cannot be made, you may be refused admission to the test center and will forfeit your test fee.

- ▶ Test center personnel will check your identification before assigning you a seat at the test center and, for CBT, you will be asked to sign the test center log. The administrator will check your signature to verify that you are the person in your photo identification. The administrator will repeat this procedure before and after all breaks.
- ▶ Admittance to the test center does not imply that your form of identification is valid or that your scores will be reported. All reported cases of questionable identification are subject to review and approval by the ETS Office of Testing Integrity.

Acceptable Primary Identification Documents

- ▶ passport with photograph and signature
- ▶ driver's license with photograph and signature
- ▶ state identification with photograph and signature
- ▶ national identification with photograph and signature
- ▶ military identification with photograph and signature

Acceptable Secondary Identification Documents

If your primary identification is missing either a photograph or a signature, you must present one of the following secondary IDs in addition to your primary ID. Secondary IDs that can be used to meet the photograph and/or signature requirements are:

- ▶ a government-issued identification document that has not expired including but not limited to passport, driver's license, state identification, national identification, or military identification. (There are some exceptions: see “Unacceptable Identification Documents” below.)
- ▶ student ID
- ▶ confirmation of identity letter from your educational institution. (A sample letter is available on the TOEFL Web site.) The letter must contain your name and date of birth; a recent, recognizable photograph; your signature; the name of your school; and the date issued. It must be typed on the original letterhead of the educational institution you attend(ed), and the signature of the school official and the school seal must overlap your photograph. A letter of identity is valid for only one year after the date issued.

Unacceptable Identification Documents

- ▶ any expired ID
- ▶ draft classification card
- ▶ credit card of any kind
- ▶ Social Security card
- ▶ learner's permit or any temporary identification document
- ▶ international driver's license
- ▶ international student ID
- ▶ notary-prepared letter or document
- ▶ employee identification card

If You Cannot Meet the Specified ID Requirements or If You Have Questions About ID, you **must** contact the ETS Office of Testing Integrity (1-609-406-5430, fax: 1-609-406-9709, or e-mail: TSReturns@ets.org) **before you complete your registration form or schedule an appointment to test**. If you do not contact the Office of Testing Integrity before scheduling your appointment and are not admitted to the test, you will forfeit your test fee.

Part 2: If Testing WITHIN Your Country of Citizenship

Only one form of primary ID is needed if your primary ID document contains a photograph and signature. Please see the list of acceptable primary ID documents on page 9. However, if the test administrator has any concerns with the primary ID document, you will be required to present a secondary ID from the list on page 9.

If your primary ID does not contain your signature, you must either sign the document or present an additional ID from the list of *secondary identification documents*. The secondary ID cannot be expired and must contain a recent, recognizable photograph and your signature.

Part 3: If Testing OUTSIDE Your Country of Citizenship

You **MUST PRESENT YOUR PASSPORT** as your *primary identification document* (citizens of European and Schengen Zone countries, see special requirements below). If you do not meet this requirement, ETS may automatically cancel your test scores.

If your passport is **not written in English language letters**, you must also present an additional ID from the list of *secondary identification documents* (see Part 1) that contains a recent, recognizable photo and is in English.

If your passport **does not contain your signature**, you must either sign your passport or present an additional ID from the list of *secondary identification documents* (see Part 1).

U.S. military personnel may present their U.S. military ID cards for admission to test centers. If a military ID card does not contain a signature, a secondary ID is required.

European Union/Schengen Zone Countries

If you are taking the test within a European Union or Schengen Zone country outside your own, you may use your valid national or European identity card if you have one. The card you present must contain a recent, recognizable **photograph**, your **date of birth**, and your **signature**. If your form of identification is **not in English language letters** and the test administrator cannot read the language in which it is written, you may not be allowed to test. If your official ID **does not contain your signature**, you must present an additional document from the list of *secondary identification documents* (see Part 1) that does contain your signature.

Admission to the Test Center

COMPUTER-BASED TEST

When you go to the test center, you must have

- ▶ official photobearing identification (see page 9). Your identification will be checked before you are admitted. The name given when making your appointment must match the name on the identification document you will present at the test center.
- ▶ appointment confirmation number. This will be given to you when you schedule your appointment.
- ▶ CBT voucher if you have one

Be prepared to select the institutions to which you would like your scores sent.

PAPER-BASED TEST

You must be properly registered to be admitted to the test center. You cannot use a canceled check as proof of registration.

- ▶ You must take your admission ticket, your signed photo file record with a recent photo, and acceptable photo identification (see page 9) with you on the testing day. Your admission ticket will have a registration number printed on it. When writing to TOEFL Services, be sure to include this number.
- ▶ The name on your admission ticket must match the name on the identification document(s) you present at the test center.
- ▶ To guarantee space, you should take the test at the center printed on your admission ticket.
- ▶ Report to the test center no later than the time printed on your admission ticket. No one will be admitted after test materials have been distributed.

Test Center Procedures and Regulations

FOR BOTH COMPUTER-BASED AND PAPER-BASED TESTS

On Test Day

- ▶ Dress so that you can adapt to any room temperature.
- ▶ Test centers do not have large waiting areas. Friends or relatives who accompany you to the test center will not be permitted to wait in the test center or be in contact with you while you are taking the test. Except for ETS-authorized observers, visitors are not allowed in the testing room while testing is in progress.
- ▶ ID verification at the test center may include thumb printing, photographing, videotaping, or other form of electronic ID confirmation. If you refuse to participate, you will not be permitted to test, and you will forfeit your test fee. This is in addition to the requirement that you must present acceptable and valid identification.
- ▶ Other than ID, personal items are not allowed in the testing room. Before the test, you will be assigned a locker or receive instructions from test center staff regarding where you must deposit items such as cell phones, pagers, handbags, and study materials. You may also be asked to empty your pockets. Storage space is limited, so plan accordingly. You may not have access to your personal items during the test or break.

ON THE TEST DAY *(continued)*

- ▶ Test centers assume no responsibility for candidates' personal belongings.
- ▶ The test administrator/supervisor will assign you a seat.
- ▶ On occasion, weather conditions or other circumstances beyond the test administrator's or ETS's control may require a delayed start or the rescheduling of your test appointment. In the event that a technical problem at the test center makes it necessary to cancel your test session, or if it is later determined that your scores could not be reported, you will be offered the opportunity to retest free of charge or receive a full refund of the original test fee. In addition, you may seek reimbursement from ETS for the reasonable and documented expenses (for yourself only) associated with traveling to the test center, even though technical problems are generally not the fault of ETS. To request reimbursement, please contact ETS (see page 5) with the following information within 30 days of your original test date: your name, date of birth, mailing address, daytime telephone number, e-mail address, original test date and registration or CBT appointment number, and a brief description of what occurred at the test center. ETS will determine the appropriateness of the request. Approved reimbursements will be made in U.S. dollars.

FOR COMPUTER-BASED TESTS ONLY

The following procedures and regulations apply during the entire test session, which begins at sign-in, ends at sign-out, and includes breaks.

- ▶ If you requested and received an authorization voucher from ETS, you must take it with you to the test center.
- ▶ Pencils will be supplied at the test center.
- ▶ You will be required to write (not print) and sign a confidentiality statement at the test center. If you do not complete and sign the statement, you cannot test and your fees will NOT be refunded.
- ▶ You will be required to sign the test center log before and after the test session and any time you leave or enter the testing room.
- ▶ Your picture will be taken and will be reproduced at your testing station and on your score report. Be sure the correct photograph is displayed on your assigned testing station.
- ▶ You must answer at least one question in each section and write an essay every time you take the test to receive an official score report.
- ▶ You must compose an essay, and if you choose to handwrite it, you must write it on the TOEFL CBT Handwritten Essay Form. If you write on anything but the form, your essay will not be scored. Time will not start until you have received your essay form.
- ▶ DO NOT click on Next and Confirm until you have finished typing or writing your essay.
- ▶ Scratch paper is provided following the break to aid you in organizing your essay. Scratch paper and note taking are not permitted during the Listening and Structure sections. If you decide to handwrite your essay, writing material will be provided. Once the time has ended for the essay section, you must stop writing and hand in your essay. All scratch paper must be returned to the test center administrator.
- ▶ There will be a mandatory five-minute break midway through the testing session. If you exceed the time allotted, you may be dismissed and/or your score may be canceled.
- ▶ If you need to leave your seat at any time other than the break, raise your hand; timing of the section will not stop.
- ▶ If at any time during the test you have a problem with your computer, or for any reason need the administrator, raise your hand.
- ▶ Testing premises are subject to videotaping.
- ▶ The maximum time allotted for the tutorial and/or other untimed sections prior to the test is 30 minutes. The purpose of the tutorial and/or other untimed sections prior to the test is to become familiar with the computer functions and other important information that will make your computer-based test experience as convenient as possible. The time you spend on the tutorial and/or other untimed sections should not be used for any other purpose. You may not use scratch paper during this time. Infractions will be reported to ETS, and the test administrator is authorized to dismiss you from the testing administration if you fail to follow the test administrator's directions.

FOR PAPER-BASED TESTS ONLY



The following procedures and regulations apply during the entire test session, which begins when you are admitted to the test center and ends when you leave the test center.

- ▶ Supervisors will not honor requests for schedule changes.
- ▶ Take your admission ticket and photo ID to the test center. You must submit a completed photo file record or your scores will not be reported.
- ▶ Take 3 or 4 sharpened soft-lead (No. 2 or HB) pencils and a good eraser. Pencils and erasers will not be supplied at the center.
- ▶ No test taker will be admitted after test materials have been distributed.
- ▶ Paper of any kind is not permitted in the testing room.
- ▶ You must have the supervisor's permission to leave the room during the test. Any time lost cannot be made up.
- ▶ You may wish to pace yourself with your own watch, but the supervisor is the official timekeeper. You will not be permitted to continue the test or any part of it beyond the established time limit. *Watch alarms and clocks on cell phones are not permitted.*
- ▶ You may not mark or underline words in the test book or make notes in the test book or on the answer sheet.
- ▶ At the conclusion of the test you will be required to return your test book and answer sheet to the test supervisor. These materials are the property of ETS.
- ▶ There is no scheduled break during the TOEFL/TWE test. If you must leave the testing room, you are required to give the supervisor your identification document(s) before you leave the room. You will not be permitted to make up the time you lose.



Although tests are administered under strict supervision and security measures, testing irregularities may sometimes occur. Please contact ETS as soon as possible to report any observed behavior that may lead to an invalid score—for example, someone copying from another test taker, taking a test for someone else, having access to test questions before the exam, or using notes or unauthorized aids. All information will be held in strictest confidence.

Phone: 1-800-353-8570*

Fax: 1-609-406-9709

E-mail/Internet: TSReturns@ets.org

*American Samoa, Canada, Guam, Puerto Rico, United States, and U.S. Territories

DISMISSAL FROM A TEST CENTER

A test administrator/supervisor is authorized to dismiss you from a test session and/or your scores may be canceled by ETS for violations such as, but not limited to, the following:

- ▶ attempting to take the test for someone else or having someone else take the test for you
- ▶ failing to provide acceptable identification
- ▶ obtaining improper access to the test, a part of the test, or information about the test
- ▶ using a telephone or cell phone during the test session or during breaks
- ▶ using any aids in connection with the test, such as mechanical pencils, pens, pagers, beepers, calculators, watch calculators, books, pamphlets, notes, rulers, highlighter pens, stereos or radios with headphones, cell phones, watch alarms (including those with flashing lights or alarm sounds), stop watches, dictionaries, translators, and any hand-held electronic or photographic devices
- ▶ creating a disturbance (disruptive behavior in any form will not be tolerated; the test administrator/supervisor has sole discretion in determining what constitutes disruptive behavior)
- ▶ attempting to give or receive assistance, or otherwise communicate, in any manner with another person about the content of the test during the administration, during breaks, or after the test
- ▶ removing or attempting to remove any test content, scratch paper, or notes relating to the test content from the test center. Under no circumstances may test content or any part of the test content be removed, reproduced, and/or disclosed by any means (e.g., hard copy, verbally, electronically) to any person or entity
- ▶ using scratch paper during untimed sections of the test or during breaks
- ▶ tampering with a computer
- ▶ taking a weapon or firearm into the test center
- ▶ taking food, drink, or tobacco into the testing room
- ▶ leaving the test center vicinity during the test session or during breaks
- ▶ leaving the testing room without permission
- ▶ taking excessive or extended unscheduled breaks during the test session. Test center administrators/supervisors are required to strictly monitor unscheduled breaks and report test takers who take excessive or extended breaks.
- ▶ referring to, looking through, or working on any test, or test section, *when not authorized to do so*, or working after time has been called
- ▶ failing to follow any of the test administration regulations contained in this bulletin, given by the test administrator/supervisor, or specified in any test materials

ETS reserves the right to take all action—including, but not limited to, barring you from future testing and/or canceling your scores—for failure to comply with test administration regulations or the test administrator/supervisor's directions. If your scores are canceled, they will not be reported, and your fees will not be refunded.

SCORES & SCORE REPORTS

Examinee's Score Record/Official Score Reports

The TOEFL test payment entitles you to one printed examinee's score record and up to four official score reports that ETS will send directly to the institutions or agencies you designate either on your PBT answer sheet or, for CBT, at the test center on the day you test.

ETS will send the examinee score record to you at the most recent address you provided. If the postal service returns your score record as being undeliverable, TOEFL Services will send it again only if there is a new address on file. Therefore, if your address changes after you take the test, please contact TOEFL Services (see "Contact Information," General Inquiries).

TEST RESULTS CANNOT BE GIVEN ANY SOONER THAN INDICATED ON THIS PAGE OR SENT BY ANY OTHER METHOD THAN REGULAR U.S. MAIL. ALLOW 7 TO 10 DAYS FOR DELIVERY OF MAIL WITHIN THE CONTINENTAL U.S. AND ADDITIONAL TIME FOR DELIVERY TO OTHER AREAS.

SCORES MORE THAN TWO YEARS OLD CANNOT BE REPORTED OR VERIFIED.

COMPUTER-BASED TEST

For the computer-based test, you will receive four scale scores: Listening (0-30), Structure/Writing (0-30), Reading (0-30), and a total score (0-300). The essay score, on a scale of 1 to 6, will also be shown separately. (An essay is rated 0 if it contains no response; merely copies the topic; is off topic; is not written in English; or consists only of keystrokes.)

Your scores are based on your performance on the questions presented, the difficulty of those questions, and the number of questions you answered. More credit is given for correctly answering a hard question than for correctly answering an easy one.

NOTE: You must answer at least one question in each section *and* write an essay every time you take the test to receive an official score report.

Your score from the Structure section is combined with your essay rating to form the Structure/Writing scale score.

ETS will send an examinee score record to you and official score reports to institutions approximately two weeks after you take the test if you compose your essay on the computer. If you handwrite your essay, your scores will be mailed approximately five weeks after the test date.

You will be able to view your scores on the computer screen immediately following the test. You will see your complete scores for Listening and Reading; however, your Structure/Writing and total scores will be shown to you as score ranges because your essay will not yet have been read and rated. The printed score report that is mailed to you will contain all of the final section scores as well as your total score and essay rating.

The following is an example of what you might see when viewing scores at the CBT Center.

Listening	22
Structure/Writing	3-23
Reading	22
TOTAL	157-223

STOP!

If you have a credit card and would like to schedule an appointment now, refer to page 7 for more information. **If you schedule your appointment by phone, you do not need to mail in this form.**



CBT VOUCHER REQUEST FORM INSTRUCTIONS

Completing the Form

- Complete the form accurately and clearly **with the information for the person who plans to use the voucher and take the test.** The form will be computer processed and whatever you enter for each item will appear on the test-taker's record.
- Use a pen with black ink. If you do not have one, you may use a soft-lead pencil or a pen with blue ink. Do not use a highlighter, felt-tipped pen, or fountain pen.
- Use English letters. Omit spaces, hyphens, apostrophes, Jr. or II, etc., and avoid stray marks.
- Make your check or money order payable to ETS-TOEFL. See "Payment Policies" and "Preferred Forms of Payment" in the *Bulletin*.
- Mail your completed form and payment or credit card information in the appropriate envelope provided in the center of your *Bulletin*, or address an envelope to

ETS-CBT
PO Box 371859
Pittsburgh, PA 15250-7859
USA

Please clearly print all information in English letters for the person who will be testing.

Date: _____

I. IDENTIFICATION

Omit spaces, hyphens, apostrophes, Jr. or II, etc.

1. First/Given Name - first 13 letters

Last/Family Name - first 17 letters

[illegible]

2. Home Phone Number (include country and city codes)

[illegible]

Fax Number: _____

Daytime Number: _____
(include country and city codes)

E-mail Address: _____

3. Date of Birth:

Month	
-------	--

 -

Day	
-----	--

 -

Year		
------	--	--

4. Mailing Address (Enter your street address; include house or apartment number, if applicable, or PO box/bag and number.)

[illegible][illegible]

City

State/
Province

Zip/Postal Code

Country Code
for This Mailing
Address[illegible]

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(See list in *Bulletin*)

II. FEES AND REMITTANCE

See “Payment Policies” and “Preferred Forms of Payment” in the *Bulletin*.

5. If paying by credit card, enter credit card number (American Express, Discover, JCB, MasterCard, or VISA)

Credit Card
Account Number

[illegible]

	M	M	Y	Y
Expiration Date				

Signature of Card Holder: _____

6. Test Fee **US\$140**

In Canada, add GST/HST and QST to total remittance:
GST/HST: Reg. No. 13141 4468 RT
QST: Reg. No. 1087967545

For ETS Use Only

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□ CN

Instructions for Completing International Test Scheduling Form

IMPORTANT: If the form is not properly filled out (contains incomplete information, unclear letters, or non-English characters), it MAY cause a delay in your registration and appointment scheduling. Please read the instructions carefully.

Completing the Form

- Use black ink.
- The name you enter on the form MUST match the name on the identification document you will present at the test center.

Test Date and Center Information

Note: TOEFL is not given every day at all test centers. Contact your Regional Registration Center (RRC) for the latest information (see pages 16-17 in the *Bulletin*). If you are testing at a paper-based testing center, see the test center list in the Learners & Test Takers section of the TOEFL Web site at www.ets.org/toefl.

- Indicate your first 5 test date choices by month (MM) and day (DD); for example, May 13 would be listed as 05/13.
- Fill in the number of the test center where you want to test.
- Write the name of the city where the test center is located.
- You may also indicate a second-choice center.

Payment Information

- Fax or mail the form if you are paying with a credit card or supplying a voucher number.
- Mail the form if you are paying with a check or other physical payment method.
- See page 6 of the *Bulletin* for preferred forms of payment, payment policies, and acceptable currencies.

Submitting This Form

- **If you mail the form**, the RRC must receive it at least three weeks prior to your first-choice test date. Insert the form and the proper fee payment in the envelope provided. Refer to the list of RRCs in the *Bulletin* for the mailing address.
- **If you fax the form**, the RRC must receive the form at least seven days prior to your first-choice test date. Be sure to include your credit card information. Fax it to the appropriate RRC (see pages 16-17 for fax numbers).

Scheduling Process

- When scheduling your appointment, Prometric will try to schedule your first-choice date, then second, third, fourth, or fifth choice in chronological order at your first-choice test center. If you decide to select a second-choice test center, Prometric will then try to schedule your first choice, then second, third, fourth, or fifth choice at your second-choice center. If none of the dates is available, Prometric will try to schedule you for a day closest to your choices.
- If you have a problem with the appointment scheduled for you, contact your RRC.

Confirmation Letter

If you do not receive a confirmation of your appointment, you must call the RRC at least three business days prior to your first-choice appointment. If your choices are not in order by date, you must call the RRC at least three business days prior to the earliest appointment choice.

This form can be downloaded from the Learners & Test Takers section
of the TOEFL Web site at www.ets.org/toefl.

In this example, your final total score would be somewhere between 157 and 223. After viewing your scores on screen, you can choose to report them or to cancel them. (See “Canceling Your Scores” below for additional information.)

At the end of your test, you will see on the computer screen a list of institutions and instructions about how to select them (the list is also on the TOEFL Web site). For institutions in the United States, you will need to know the name of the state in which the institution is located. If you do not see the institution you would like to designate to receive an official score report, ask the test center administrator for a Score Report Request Form. Complete the form and return it to the test administrator before you leave the test center. If you do not select institutions on the test day, you must pay US\$17 per institution to have scores sent at a later date.



NOTE: Test centers do not provide receipts or printed scores for the test.

PAPER-BASED TEST



For the paper-based test, your score report will show three section scale scores and a total scale score. Each correct answer counts equally toward the score for that section. There is no penalty for wrong answers. The total number of correct answers is called the “raw score.” (NOTE: Some questions in the test may not count toward the section or total scores.)

The raw score for each section is converted by statistical means to a number on what is called the TOEFL test scale. The TOTAL paper-based test score is reported on a scale that ranges from 310 to 677.

The TWE score is reported separately, on a scale of 1 to 6. A score between two points on the scale (for example, 5.5, 3.5) can also be reported.

- ▶ ETS will send an examinee score record to you and official score reports to institutions indicated on your answer sheet approximately five weeks after you take the test. Please see the inside back cover for score report mailing dates. You will need to know the four-digit code number for the institutions you would like to receive an official score report. These code numbers are in the Learners & Test Takers section of the TOEFL Web site, or you can contact the institution directly before the test date. If you do not select institutions on your answer sheet, you must pay US\$17 per institution to have scores sent at a later date.
- ▶ Test results will be mailed two or three weeks later to examinees whose answer sheets are not completed properly or whose answer sheets arrive late at TOEFL Services.

If you have not received your score record seven weeks after the test date, contact TOEFL Services (see “Contact Information,” General Inquiries).

Canceling Your Scores

Although you will have the option of canceling your scores after the test, you should consider very carefully before doing so. Your scores will be reported to institutions only if you request that they be. If you do cancel your scores, they will not be reported to you or to any institutions, and no refund will be made.

If you cancel your CBT scores and you decide within 60 days that you would like to have them reinstated, you may call, fax, or mail a written request to TOEFL Services (see page 5 for contact information). The fee for CBT score reinstatement is US\$20. Your request should include your name, date of birth, daytime phone number,

appointment number, and payment (see “Payment Policies” and “Preferred Forms of Payment,” page 6). Scores will be reinstated and reported to you in approximately two weeks.

Canceled paper-based scores cannot be reinstated and reported at a later date. If you wish to take the test again, you must complete a new registration form and submit it with another test payment.

To cancel your paper-based test scores, you must either

- ▶ complete the score cancellation section of your answer sheet, or
- ▶ after the test, contact TOEFL Services. TOEFL Services must receive your request to cancel your scores no later than seven days after the test date printed on your admission ticket. You may not cancel your scores after receiving your score report.



NOTE: You cannot cancel your score for one section of a test and have the scores for the remaining sections reported. Once canceled, your scores will not be reported to you or to any institution, and you will not receive a refund of your test payment. The TOEFL program deletes canceled scores from your permanent record.

Ordering Additional Official Score Reports

TOEFL services will send official score reports to institutions other than those you indicated on the day of the test for a fee. Additional score reports can be requested by completing the TOEFL Score Report Request Form in this bulletin or by using the scores-by-phone service. You will receive an acknowledgment confirming that your official score reports were mailed.

Please be aware that you cannot change or delete a designated institution after you have made your request.

- ▶ By mail – The TOEFL Score Report Request form will be returned to you if you do not include complete and accurate information as well as the correct fee. Scores will be mailed to institutions within two weeks after ETS receives your request.
- ▶ By phone – ETS will mail your score reports to your designated institutions approximately four days after you call.



NOTE: TOEFL and TWE scores are measurement information and are subject to all restrictions on release of information indicated in this bulletin. They are not the property of the examinee.

The information contained in the TOEFL/TWE test files is the same as the information printed on your examinee’s score record.

Rescoring

The TOEFL/TWE Rescoring Request Form is on page 19. See page 20 for details on rescoring requests.

Scores by Phone

If you would like to know your scores on the same day they are mailed, you can get them by phone through this service.

You will need

- ▶ a touch-tone telephone
- ▶ your 16-digit appointment number or your 7-digit paper registration number

- ▶ a valid American Express, Discover, JCB, MasterCard, or VISA credit card (account number and expiration date)
- ▶ your test date
- ▶ your date of birth

The fee to hear your scores by phone is US\$10.

You may call between 6 a.m. and 10 p.m. New York time, seven days a week. You will receive a charge on your telephone bill if you call the "609" number. To be sure your request is completed, wait for confirmation before hanging up.



Check the dates below to find out when paper-based scores will be available by phone.

Paper-Based Test Dates

August 20, 2005
October 15, 2005
November 19, 2005
January 14, 2006
March 10, 2006
May 13, 2006

Scores Available by Phone

September 21, 2005
November 16, 2005
December 21, 2005
February 15, 2006
April 12, 2006
June 14, 2006

Additional Official Score Reports by Phone

ETS will mail score reports to your designated institutions approximately four working days after you call. You will receive an acknowledgment confirming your official score reports were sent.

TO ORDER ADDITIONAL OFFICIAL SCORE REPORTS, YOU WILL NEED

- ▶ a touch-tone telephone
- ▶ your 16-digit appointment confirmation number or your 7-digit paper registration number
- ▶ a valid American Express, Discover, JCB, MasterCard, or VISA credit card (account number and expiration date)
- ▶ your test date
- ▶ your date of birth
- ▶ four-digit institution codes (see list in Learners & Test Takers section of the TOEFL Web site)
- ▶ two-digit department code (see page 17 of this bulletin)

The fee for additional score reports is US\$12 per call and US\$17 for each score recipient request. To request reports for more than six score recipients, you will need to call again.

Various operational or logistical difficulties may delay the reporting of scores. Score reports are mailed within two or five weeks after the test date from the United States. Some score reporting may take longer due to difficulties with local mailing conditions or computer transmission problems.



NOTE: TOEFL scores are measurement information and are subject to all restrictions on release of information indicated in this bulletin. They are not the property of the examinee. Scores more than two years old cannot be reported or verified.

Other Score-Related Information

SCORE VERIFICATION

Institutions are advised to request official verification of any test scores sent to them directly by examinees. If you send your examinee's score record to an institution and there is a difference between the official scores recorded at ETS and those on the score record you provided, the institution will be requested to send ETS a copy of the score record. At the written request of an official of the institution, ETS will report the official scores, as well as any previous scores recorded for you within the last two years. ETS or its authorized representative will also provide information about your scores at the request of an institution or agency that has a copy of your examinee's score record.



NOTE: The information in your TOEFL record is the same as the information printed on your examinee's score record.

ACCEPTABLE TOEFL SCORES

Each institution that requires TOEFL scores decides for itself what scores or ranges of scores are acceptable. These requirements vary from institution to institution, depending on such factors as your field of study, your level of study (graduate or undergraduate), whether you will be a teaching assistant, and whether the institution offers special courses in English as a foreign or second language. There is no specific passing or failing score.

If you have questions about how your scores have been used or interpreted, contact the institutions or agencies directly.

ACCEPTABLE TWE SCORES

There are no passing or failing scores, as such, on the TWE test. Each institution determines for itself whether to use TWE score information in conjunction with TOEFL score information and what score ranges are acceptable. To learn how scores are interpreted, contact the institutions that have received your test results.

TEST SCORE DATA RETENTION

Individually identifiable TOEFL test scores are retained in a database for only two years. After two years, all information that could identify an individual is removed. If you took the TOEFL test more than two years ago, you will have to take the test again to have the scores sent to you, an institution, or an agency.

CONFIDENTIALITY OF TOEFL SCORES

The TOEFL program recognizes the right of examinees to privacy with regard to information that is stored in data or research files held by Educational Testing Service and the program's responsibility to protect information in its files from unauthorized disclosure. ETS

or its authorized representative may share examinee score data with institutions or agencies for verification purposes.

TOEFL test score data and essay responses that may be used at any time for informational, research, statistical, or training purposes are not individually identifiable.

Information retained in TOEFL records is the same as the information printed on the examinee's score record and on the official score reports. Official score reports will be sent only to those institutions or agencies designated by the examinee on the day of the test, on a Score Report Request Form submitted at a later date, or otherwise specifically authorized by the examinee.

Scores are not to be released by institutional recipients without the explicit permission of the examinee.

Your score record and the documents you complete that are retained at ETS (for example, your photo file record) may be released to third parties, such as government agencies or parties to a lawsuit, if requested pursuant to a subpoena.

TEST QUESTION INQUIRIES

Language specialists prepare TOEFL test questions. These specialists follow careful, standardized procedures developed to ensure that all test material is of consistently high quality. Each question is reviewed by several members of the ETS staff. The TOEFL Committee of Examiners, an independent group of professionals in the fields of linguistics, language testing, and language teaching that reports to the TOEFL Board, is responsible for the content of the tests.

After test questions have been reviewed and revised as appropriate, they are selectively administered in trial situations and assembled into test pools. The test pools are then reviewed according to established ETS and TOEFL program procedures to ensure that all possible versions of the test are free of cultural bias. Statistical analysis of individual questions, as well as simulated versions of the complete tests, ensure that all items provide appropriate measurement information.

Although ETS employs extensive quality control checks throughout the development of test questions and the preparation of final tests, typographical errors or flaws in questions may occasionally occur. If you suspect a problem and want to question a test item for any reason, notify the test supervisor before you leave the test site. You may also write to TOEFL Test Question Inquiries 42N-208, Educational Testing Service, Rosedale Road, Princeton, NJ 08541-0001, USA, or send a fax to 1-609-683-2600 immediately after taking the test. Please include the name of the test, the test date, the name of the center where the test was taken, and, if possible, the number of the test item being questioned.

If you have a complaint about the testing facilities or the supervisor, write to TOEFL (see "Test Center Complaints," page 5) within three days after the test date. Be sure to give the date of the test, the name of the test center, and the city and country in which you tested.

ETS Score Cancellation Policy

Educational Testing Service strives to report scores that accurately reflect the performance of every test taker. Accordingly, ETS's standards and procedures for administering tests have two primary goals: giving test takers equivalent opportunities to demonstrate their abilities, and preventing any test takers from gaining an unfair advantage over others. To promote these objectives, ETS reserves the right to cancel any test score when, in ETS's judgment, a testing irregularity occurs, there is an apparent discrepancy in a test taker's identification, the test taker engages in misconduct, the test taker attempts to use the printed work or ideas of others as their own in the essay section of the test, or the score is invalid for another reason. Reviews of

scores by ETS are confidential. When, for any of the above reasons, ETS cancels a test score that has already been reported, it notifies score recipients that the score has been canceled, but it does not disclose the reason for cancellation except when authorized to do so by the test taker and in certain group cases.

TESTING IRREGULARITIES

"Testing irregularities" refers to problems with the administration of a test. When testing irregularities occur, they may affect an individual or groups of test takers. Such problems include, without limitation, administrative errors (such as improper timing, improper seating, defective materials, and defective equipment); improper access to test content; and other disruptions of test administrations (such as natural disasters and other emergencies). When testing irregularities occur, ETS may decline to score the test or may cancel the test score. When in ETS's judgment it is appropriate to do so, ETS gives affected test takers the opportunity to take the test again as soon as possible without charge.

IDENTIFICATION DISCREPANCIES

When, in ETS's judgment or the judgment of test center personnel, there is a discrepancy in a test taker's identification, the test taker may be dismissed from the test center; in addition, ETS may decline to score the test or may cancel the test score.

MISCONDUCT

When ETS or test center personnel find that there is misconduct in connection with a test, the test taker may be dismissed from the test center, or ETS may decline to score the test or may cancel the test score. Misconduct includes, but is not limited to, noncompliance with the "Test Center Procedures and Regulations" found on pages 10-12 of this bulletin.

PLAGIARISM

ETS reserves the right to cancel the scores of test takers when, in ETS's judgment, there is evidence that an essay includes, for example, text or ideas that are substantially similar to that found in other TOEFL essays or quotations or paraphrasing, without attribution, of language or ideas from published sources. Such essays do not reflect the independent compositional writing skills that the test seeks to measure.

INVALID SCORES

ETS may also cancel scores if, in its judgment, there is substantial evidence that they are invalid for any other reason. Evidence of invalid scores may include, without limitation, discrepant handwriting, unusual answer patterns, and inconsistent performance on different parts of the test. Before canceling scores pursuant to this paragraph, ETS notifies the test taker in writing about its concerns, gives the test taker an opportunity to submit information that addresses ETS's concerns, considers any such information submitted, and offers the test taker a choice of options. The options include voluntary score cancellation, a free retest, or arbitration in accordance with ETS's standard Arbitration Agreement. In addition, the test taker is sent a copy of the booklet *Why and How Educational Testing Service Questions Test Scores*, which explains this process in greater detail. (This booklet is available to any test taker at any time on request.)



NOTE: For paper-based testing, the retest option is available only to test takers in the United States and Canada. The arbitration option is available only for tests administered in the United States.

TEST CENTERS

Up-to-date lists of computer-based and paper-based test centers are in the Learners & Test Takers section of the TOEFL Web site at www.ets.org/toefl. Paper copies of the test center lists are available through ETS or its representatives and at many local educational advising centers, universities, and libraries outside the U.S. and Canada. Information about registering to test is on page 3 and pages 6-9 of this bulletin.

COMPUTER-BASED TESTING REGIONAL REGISTRATION CENTERS

The Regional Registration Centers (RRC) and the countries associated with each region are listed below. If you do not see a center in your area, check the paper-based test center list on the TOEFL Web site (see above). If there is no test center in your country or within 200 kilometers of the city where you live AND it is impossible to test at one of the listed locations, contact ETS to see if arrangements for testing can be made. Note: When calling an RRC that is located outside the country from which you are calling, you must dial the international access number. E-mail addresses are for informational requests only.

REGION 3

Japan

R-Prometric KK
Kayabacho Tower 15F
1-21-2 Shinkawa, Chuo-ku
Tokyo 104-0033 Japan

Registration Phone: 81-3-5541-4800

Fax: 81-3-5541-4810

Web: www.prometric-jp.com

REGION 4

Korea

Korean-American Educational
Commission (KAEC)/Prometric
MPO Box 112
Seoul, 121-600
Republic of Korea

Courier Address:

Korean-American Educational Commission
(KAEC)/Prometric
Fulbright Building
168-15 Yomni-dong
Mapo-gu
Seoul 121-874-Republic of Korea

Registration Phone: 82-2-3211-1233

Fax: 82-2-3275-4029

Web: www.etskorea.or.kr

REGION 5

Argentina, Bolivia, Brazil, Chile, Colombia, Dominican Republic, Guatemala, Mexico, Peru, Venezuela

Prometric
Latin America/Caribbean RRC
3110 Lord Baltimore Drive, Suite 200
Baltimore, MD 21244 USA

Registration Phone: 1-443-923-8160

Fax: 1-443-923-8569

REGION 6

Australia, Bangladesh, Hong Kong, Indonesia, Malaysia, Nepal, Pakistan, Philippines, Singapore, Taiwan, Thailand

Prometric
PO Box 12964
50794 Kuala Lumpur
Malaysia

Courier Address:

Prometric, B.V. Branch Office
(Co. No 993721-U)
Suite 21A-15-1, Faber Imperial Court
Jalan Sultan Ismail
50250 Kuala Lumpur, Malaysia

Registration Phone: 60-3-7628-3333

Fax: 60-3-7628-3366

E-mail: searrc@thomson.com

Candidates in Taiwan can contact the RRC by
calling 886-2-8194-0200.

REGION 7

Egypt, Jordan, Kuwait, Lebanon, Saudi Arabia, United Arab Emirates, West Bank

Thomson Prometric
ATTN: PTC Registrations Middle East
PO Box 2024
8203 AA Lelystad
Lelystad, The Netherlands

Courier Address:

Thomson Prometric
ATTN: PTC Registrations Middle East
Noorderwagenplein 6
8223 AL Lelystad
Lelystad, The Netherlands

Registration Phone: 31-320-239-530

Fax: 31-320-239-531

E-mail: meregs@thomson.com

REGIONAL REGISTRATION CENTERS *(continued)*

REGION 9

Botswana, Ghana, Kenya, Mauritius, Nigeria, South Africa, Tanzania, Uganda, Zimbabwe

Thomson Prometric
ATTN: PTC Registrations Africa
PO Box 2024
8203 AA Lelystad
Lelystad, The Netherlands

Courier Address:

Thomson Prometric
ATTN: PTC Registrations Africa
Noorderwagenplein 6
8223 AL Lelystad
Lelystad, The Netherlands

Registration Phone: 31-320-239-593

Fax: 31-320-239-886

E-mail: zaregs@thomson.com

REGION 12

Armenia, Bulgaria, Croatia, Czech Republic, Finland, France, Georgia, Germany, Greece, Hungary, Ireland, Israel, Italy, Kazakhstan, Lithuania, Netherlands, Poland, Portugal, Romania, Russian Federation, Spain, Switzerland, Turkey, Ukraine, United Kingdom, Uzbekistan

Thomson Prometric
ATTN: PTC Registrations Europe
PO Box 2024
8203 AA Lelystad
Lelystad, The Netherlands

Courier Address:

Thomson Prometric
ATTN: PTC Registrations Europe
Noorderwagenplein 6
8223 AL Lelystad
Lelystad, The Netherlands

Registration Phone: 31-320-239-540

Fax: 31-320-239-541

E-mail: euregs@thomson.com

REGION 14

India

Prometric
160-A Senior Plaza, 3rd floor
Gautam Nagar
Yusuf Sarai: Behind Indian Oil Bldg.
New Delhi 110049 India

Courier Address:

Prometric
160-A, Senior Plaza, 3rd floor
Gautam Nagar
Yusuf Sarai: Behind Indian Oil Bldg.
New Delhi 110049 India

Registration Phone: 91-11-26511649

Fax: 91-11-26529741

Web: www.prometricindia.com

INSTITUTION CODES

An up-to-date list of agencies and institutions approved to receive TOEFL scores is available in the Learners & Test Takers section of the TOEFL Web site. If you are taking the CBT version of the test, you will also be able to view this list on the computer at the test center. If your intended score recipient is not listed, contact the institution or agency directly before the day of the test to get its code number. Note: If you are applying for graduate study, see the Department Codes list below.

DEPARTMENT CODES

This list is only for students applying for **graduate** study. If you are not applying for graduate study, you must fill in 00 as the department code for each institution or agency you list.

02 - Graduate Schools of Management

03 - Law Schools

HUMANITIES

- 11 Archaeology
- 12 Architecture
- 26 Art History
- 13 Classical Languages
- 28 Comparative Literature
- 53 Dramatic Arts
- 14 English
- 29 Far Eastern Languages and Literature
- 15 Fine Arts, Art, Design
- 16 French
- 17 German
- 04 Linguistics
- 19 Music
- 57 Near Eastern Languages and Literature
- 20 Philosophy
- 21 Religious Studies or Religion

- 22 Russian/Slavic Studies
- 23 Spanish
- 24 Speech
- 10 Other foreign languages
- 98 Other humanities

SOCIAL SCIENCES

- 27 American Studies
- 81 Anthropology
- 82 Business and Commerce
- 83 Communications
- 84 Economics
- 85 Education (including M.A. in Teaching)
- 01 Educational Administration
- 70 Geography
- 92 Government
- 86 History
- 87 Industrial Relations and Personnel

- 88 International Relations
- 18 Journalism
- 90 Library Science
- 91 Physical Education
- 97 Planning (City, Community, Urban, Regional)
- 89 Political Science
- 93 Psychology, Clinical
- 09 Psychology, Educational
- 58 Psychology, Experimental/Developmental
- 79 Psychology, Social
- 08 Psychology, other
- 94 Public Administration
- 50 Public Health
- 95 Social Work
- 96 Sociology
- 80 Other social sciences

BIOLOGICAL SCIENCES

- 31 Agriculture
- 32 Anatomy
- 05 Audiology
- 33 Bacteriology
- 34 Biochemistry
- 35 Biology
- 45 Biomedical Sciences
- 36 Biophysics
- 37 Botany
- 38 Dentistry
- 39 Entomology
- 46 Environmental Science
- 40 Forestry
- 06 Genetics
- 41 Home Economics
- 25 Hospital and Health Services Administration
- 42 Medicine
- 07 Microbiology

- 74 Molecular and Cellular Biology
- 43 Nursing
- 77 Nutrition
- 44 Occupational Therapy
- 56 Pathology
- 47 Pharmacy
- 48 Physical Therapy
- 49 Physiology
- 55 Speech-Language Pathology
- 51 Veterinary Medicine
- 52 Zoology
- 30 Other biological sciences

PHYSICAL SCIENCES

- 54 Applied Mathematics
- 61 Astronomy
- 62 Chemistry
- 78 Computer Sciences
- 63 Engineering, Aeronautical

- 64 Engineering, Chemical
- 65 Engineering, Civil
- 66 Engineering, Electrical
- 67 Engineering, Industrial
- 68 Engineering, Mechanical
- 69 Engineering, other
- 71 Geology
- 72 Mathematics
- 73 Metallurgy
- 75 Oceanography
- 76 Physics
- 59 Statistics
- 60 Other physical sciences

Use 99 for any department not listed.

NATIVE COUNTRY & REGION CODES

001 Afghanistan	114 Chad	215 Ghana	347 Macau	447 Palau	565 Thailand
003 Albania	115 Chile	220 Greece	348 Macedonia, former Yugoslav Republic of	450 Panama	567 Togo
005 Algeria	457 China, People's Republic of	225 Greenland	350 Madagascar	400 Papua New Guinea	570 Tonga
007 American Samoa	120 Colombia	227 Grenada	353 Madeira Islands	455 Paraguay	575 Trinidad and Tobago
008 Andorra	122 Comoros	228 Guadeloupe	355 Malawi	460 Peru	580 Tunisia
010 Angola	630 Congo-DRC (Formerly Zaire)	229 Guam	360 Malaysia	470 Poland	584 Turkmenistan
011 Anguilla	125 Congo Republic	230 Guatemala	361 Maldives	475 Portugal	585 Turkey
012 Antigua and Barbuda	126 Cook Islands	233 Guinea	363 Mali	474 Puerto Rico	586 Turks and Caicos Islands
015 Argentina	130 Costa Rica	234 Guinea-Bissau	365 Malta	477 Qatar	587 Tuvalu
016 Armenia	290 Côte d'Ivoire (Ivory Coast)	235 Guyana	367 Northern Mariana Islands	482 Reunion	590 Uganda
017 Aruba	133 Croatia	240 Haiti	368 Marshall Islands	483 Romania	589 Ukraine
020 Australia	135 Cuba	245 Honduras	366 Martinique	484 Russia	591 United Arab Emirates
025 Austria	140 Cyprus	250 Hong Kong	369 Mauritania	521 St. Lucia	588 United Kingdom*
029 Azerbaijan	141 Czechoslovakia and Slovenia	251 Hungary	370 Mauritius	522 St. Vincent and the Grenadines	592 United States of America
030 Azores	142 Czech Republic	255 Iceland	375 Mexico	488 San Marino	607 U.S. Virgin Islands
035 Bahamas	150 Denmark	260 India	107 Micronesia, Federated States of	489 Sao Tome and Principe	595 Uruguay
040 Bahrain	153 Djibouti	265 Indonesia	376 Moldova	490 Saudi Arabia	594 Uzbekistan
045 Bangladesh	154 Dominica, Commonwealth of	270 Iran	378 Monaco	495 Scotland	596 Vanuatu
050 Barbados	155 Dominican Republic	273 Iraq	379 Mongolia	497 Senegal	597 Vatican City
094 Belarus	165 Ecuador	277 Isle of Man	381 Montserrat	498 Seychelles	600 Venezuela
055 Belgium	170 Egypt	280 Israel	380 Morocco	500 Sierra Leone	605 Vietnam
056 Belize	175 El Salvador	285 Italy	385 Mozambique	505 Singapore	610 Wales
058 Benin	180 England	290 Ivory Coast	090 Myanmar (Burma)	503 Slovakia	611 West Bank
060 Bermuda	183 Equatorial Guinea	295 Jamaica	388 Namibia	504 Slovenia	620 Samoa
063 Bhutan	182 Eritrea	300 Japan	386 Nauru	506 Solomon Islands	623 Yemen
065 Bolivia	184 Estonia	305 Jordan	387 Nepal	507 Somalia	625 Yugoslavia
069 Bosnia and Herzegovina	185 Ethiopia	308 Kazakstan	390 Netherlands	510 South Africa	635 Zambia
070 Botswana	187 Faroe Island	310 Kenya	395 Netherlands Antilles	515 Spain	480 Zimbabwe
075 Brazil	190 Fiji	312 Kiribati	396 New Caledonia	520 Sri Lanka	
077 British Virgin Islands	195 Finland	314 Korea (DPR)	405 New Zealand	525 Sudan	
081 Brunei Darussalam	200 France	315 Korea (ROK)	420 Nicaragua	527 Suriname	
085 Bulgaria	203 French Guiana	317 Kosovo	425 Niger	530 Swaziland	
593 Burkina Faso	202 French Polynesia	320 Kuwait	430 Nigeria	535 Sweden	
092 Burundi	204 Gabon	323 Kyrgyzstan	433 Niue Island	540 Switzerland	
307 Cambodia	205 Gambia, The	325 Laos	434 Northern Ireland	545 Syria	
095 Cameroon	206 Gaza Strip	328 Latvia	435 Norway	550 Tahiti	
100 Canada	208 Georgia	330 Lebanon	443 Oman	555 Taiwan	
106 Cape Verde	210 Germany	333 Lesotho	445 Pakistan	556 Tajikistan	
110 Cayman Islands		335 Liberia		560 Tanzania	
113 Central African Republic		340 Libya			
		343 Liechtenstein			
		344 Lithuania			
		345 Luxembourg			

Use 999 for any country/region not listed.

NATIVE LANGUAGE CODES

101 Afrikaans	325 Dong	328 Indonesian	375 Madurese	461 Portuguese	376 Thai
405 Albanian	419 Dutch	450 Italian	156 Malagasy	355 Punjabi	379 Tibetan
107 Amharic	116 Efik-Ibibio	331 Japanese	345 Malay	464 Romanian	179 Tigrinya
501 Arabic	422 English	332 Javanese	346 Malayalam	467 Russian	622 Tongan
401 Armenian	425 Estonian	335 Kannada (Kanarese)	159 Malinke-Bambara-Dyula	616 Samoan	625 Trukese
301 Assamese	119 Ewe	121 Kanuri	455 Maltese	372 Santali	382 Tulu
402 Azeri	504 Farsi (Persian)	338 Kashmiri	348 Marathi	470 Serbo-Croatian	484 Turkish
403 Bashkir	601 Fijian	339 Kazakh	607 Marshallese	166 Sesotho	483 Turkmen
404 Basque (Euskara)	428 Finnish	310 Khmer	162 Mende	167 Setswana	182 Twi
408 Belarusian	434 French	142 Kikuyu	362 Minangkabau	170 Shona	368 Uighur
111 Bemba	122 Fula (Peulh)	123 Kinyarwanda	341 Mongolian	360 Sindhi	487 Ukrainian
305 Bengali	436 Galician	149 Kirundi	128 Moré	361 Sinhala	628 Ulithian
113 Berber	151 Ganda (Luganda)	352 Konkani	608 Nauran	169 Siswati	385 Urdu
302 Bhilli	437 German	340 Korean	351 Nepali	473 Slovak	495 Uzbek
303 Bikol	438 Georgian	342 Kurdish	456 Norwegian	474 Slovenian	388 Vietnamese
407 Bulgarian	440 Greek	359 Kurukh (Oraon)	131 Nyanja	173 Somali	185 Wolof
307 Burmese	201 Guarani	604 Kusaiean	353 Oriya	478 Spanish	178 Xhosa
317 Buyi	320 Gujarati	343 Lao	127 Oromo	364 Sundanese	631 Yapese
410 Catalan	133 Hausa	452 Latvian (Lettish)	610 Palauan	176 Swahili	393 Yi
312 Cebuano (Visayan)	507 Hebrew	145 Lingala	319 Panay-Hiligaynon	481 Swedish	442 Yiddish
114 Chichewa	323 Hindi	453 Lithuanian	357 Pashtu	367 Tagalog	188 Yoruba
315 Chinese	443 Hungarian (Magyar)	148 Luba-Lulua	611 Pidgin	482 Tajik	396 Zhuang
412 Chuvash	136 Ibo (Igbo)	153 Luo	459 Polish	370 Tamil	191 Zulu
413 Czech	447 Icelandic	454 Macedonian	613 Ponapean	371 Tatar	
416 Danish	326 Ilocano			373 Telugu	

Use 999 for any language not listed.

TOEFL/TWE Rescoring Request Form

I request that the following be rescored:

<input type="checkbox"/> TOEFL CBT essay for the test date indicated below	US\$50
<input type="checkbox"/> TOEFL answer sheet for the test date indicated below	US\$25
<input type="checkbox"/> TWE essay for the test date indicated below	US\$50

Appointment Confirmation/Registration Number:

Test Date: _____ Birth Date: _____

Name: _____

Family Name (Surname)	Given Name	Middle Name
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Signature: _____

Address: _____

Postal Code:

Check if paying by: ☐ American Express ☐ Discover ☐ JCB
☐ MasterCard ☐ VISA and enter your card number and expiration date.

[illegible]

Credit Card Expiration Date (Month) (Year)

If paying by credit card, you may fax this form to TOEFL at 1-609-771-7500.

Mailing Slip for Rescoring Results — Do Not Detach.
Print your name and address below.

TOEFL Services
Educational Testing Service
PO Box 6151
Princeton, NJ 08541-6151, USA

734-32

Name _____

Address

Postal Code

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CUT HERE ✂



Refund Request Form

A partial refund is available if the proper procedures are followed when canceling a test. Information about canceling a test, program refund policies, refund processing times, and requirements for completing this form are in the *Bulletin* for the program from which you are requesting a refund. Check the appropriate box below indicating the testing program for which you are requesting a refund and send the completed form to the address shown. Refunds will be issued in U.S. dollars.

☐ GRE
 PO Box 6000
 Princeton, NJ 08541-6000, USA

If applicable, return your unused paper-based admission ticket or CBT voucher with this form.

Name of test(s) canceled: _____

Name: _____

Family Name (Surname)	Given Name	Middle Name
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Address (include zip or postal code): _____

Daytime Telephone Number: _____

Date of Birth: _____
 Month Day Year

Appointment Confirmation/
Registration Number: _____

Canceled Test Date: _____
 Month Day Year

Candidate Number (Praxis/SLS Only): _____

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Rescoring Requests

You may request that your TOEFL CBT essay, TOEFL answer sheet, or TWE essay be rescored up to six months after your test date.

TOEFL CBT Essay Rescoring: Essays will be scored independently by two readers who have not seen it previously. If the rescoring procedure confirms your original score, you will be so notified by letter. If the rescoring procedure results in an increase or a decrease of your essay rating, your Structure/Writing score, and your total score, you will receive a revised examinee's score record. Revised official score reports will also be sent to the institutions that received your scores. These revised scores will become your official scores.

TOEFL Rescoring: The TOEFL answer sheet will be scored independently by two different people. If hand scoring confirms the accuracy of the scores reported earlier, the TOEFL office will send you a letter stating that scores are not changed. If there is a difference between the hand-scored and machine-scored results, the hand-scored results—which may be higher or lower than those originally reported—will be reported to all recipients of the earlier scores with an explanation of why the scores changed.

TWE Rescoring: Your TWE essay will be scored by two raters who did not score your essay previously. If rescoring confirms your original TWE score, you will be notified by letter. If the rescoring procedure results in an increase or decrease in your TWE score, you will receive a revised examinee's score record and revised official score reports will be sent to the institutions that received your score. This revised score will become your official TWE score.

Complete the form on page 19 and send it, with the required fee to TOEFL Services, Educational Testing Service, PO Box 6151, Princeton, NJ 08541-6151, USA. Checks must be made payable to ETS-TOEFL. (NOTE: By sending your check to us, you authorize ETS to convert the check into an electronic fund transfer. Please be aware that your bank account may be debited as soon as the same day we receive your payment and you will not receive a canceled check.) If you are paying by credit card, this form may be faxed. Faxed requests will not be processed unless complete credit card information is provided. The fax number is 1-609-771-7500.

The results of the rescoring will be available about three weeks after the receipt at TOEFL Services of your Rescoring Request Form and fee.

NOTE: All forms will be processed upon receipt, and a charge will be made to your credit card. If you think your faxed form may not have been received by TOEFL Services, and you attempt to send the information again, write "DUPLICATE" in large letters on all repeat requests. This will help avoid extra processing by TOEFL Services and unnecessary charges to your credit card.

How to Fill in the Score Report Request Form

To complete the form on page 21, follow the instructions below.

Fill in your appointment confirmation/registration number, name, date of birth, and test date.

To order an official score report for an institution, look at the Institution Codes list on the TOEFL Web site. Find the name of the institution to which you want your official score report sent. Then print the name, address, and code number in the spaces provided. If you are applying to an institution that is not listed, contact the

institution or agency and ask it to provide you with its ETS/TOEFL-assigned code number, or you can ask ETS for the code number. If the institution or agency does not have an ETS/TOEFL-assigned code number, fill in the institution name and the complete mailing address, but leave the institution code area blank.

If you plan to study at the undergraduate level, or if the institution is not a college or university, leave the space for department name blank and write 00 in the boxes for department code.

If you are applying for graduate study (that is, you have already earned a bachelor's degree at a college or university), look at the Department Codes list on page 17. Find the name of the department in which you plan to study and then copy the name and two-number code. If your department is not listed, write 99 in the spaces for department code. You must write a department code number so ETS can send your score report to the office the graduate institution has named to receive TOEFL score reports. If you do not write a department code, your official score report may be sent to the institution's undergraduate school.

NOTE: After you submit your completed form, you cannot delete or change designated institutions or department codes. List no more than eight institutions on this form. If you wish to order more than eight reports, you may photocopy the form.

Payment

1. See "Registration Information" in the *Bulletin* for preferred forms of payment and other payment policies. Do not send cash. If you are paying by credit card, write in the number of your American Express, Discover, JCB, MasterCard, or VISA card (no other credit card may be used). Enter the month and year of your card's expiration date in the spaces indicated. The total amount due will be calculated automatically at ETS and billed to your account. Receipts for bank checks or bank money orders are not acceptable. The actual negotiable check or money order must accompany the form.

NOTE: By sending your check to us, you authorize ETS to convert the check into an electronic fund transfer. Please be aware that your bank account may be debited as soon as the same day we receive your payment, and you will not receive a canceled check. If you do not have sufficient funds in your account, an additional service fee of US\$20 will be debited electronically from your account.

2. If you do not send enough money, the TOEFL office will send reports only to as many institutions as you paid for, no matter how many you requested. (Fees are subject to change without notice.)
3. Sign and date the form before mailing.
4. Mail the form and payment to ETS-ASR PO Box 371463, Pittsburgh, PA 15250-7463, USA.
5. If you are paying by credit card, you may fax the form. Faxed requests will not be processed unless complete credit card information is provided. The fax number is 1-609-771-7500.

NOTE: All Score Report Request Forms will be processed upon receipt, and a charge will be made to your credit card. If you think your faxed Score Report Request Form may not have been received by TOEFL Services and you attempt to send the information again, write "DUPLICATE" in large letters on all repeat requests. This will help avoid extra processing by TOEFL Services and unnecessary charges to your credit card.

Methods of Payment:

Make payments out to ETS-TOEFL. See "Registration Information" in the *Bulletin* for preferred forms of payment and payment policies. Do not send cash. If you are paying by credit card, write the number of your American Express, Discover, JCB, MasterCard or VISA card (no other credit card may be used). Receipts for bank checks or bank money orders are not acceptable. The actual negotiable check or money order must be enclosed with a signed request form or the form will be returned to you. Enter the month and year of your card's expiration date in the spaces indicated. The total amount due will be calculated automatically at ETS and billed to your account.

2005-06 DATES For Paper-Based Administrations



Paper-based administrations of the TOEFL test will be offered in areas where computer-based testing is not available. This section contains the information needed to register for and take the paper-based TOEFL test.

Test Dates*	Registration Deadlines—Overseas ^{(1)**}	Overseas Score Report Mailing Dates ⁽²⁾	Registration Deadlines—U.S./Canada ^{(1)**}	U.S./Canada Score Report Mailing Dates ⁽²⁾
August 20, 2005	July 4, 2005	September 28, 2005	July 18, 2005	September 21, 2005
October 15, 2005	August 29, 2005	November 23, 2005	September 12, 2005	November 16, 2005
November 19, 2005	October 3, 2005	December 28, 2005	October 17, 2005	December 21, 2005
January 14, 2006	November 28, 2006	February 22, 2006	December 12, 2005	February 15, 2006
March 10, 2006	January 23, 2006	April 19, 2006	February 6, 2006	April 12, 2006
May 13, 2006	March 27, 2006	June 21, 2006	April 10, 2006	June 14, 2006

* The Test of Written English (TWE) is given with the TOEFL test at all administrations. Examinees are expected to write a TWE essay.

** Online registration deadlines are the same as the U.S./Canada mail-in registration deadlines.

- (1) If your registration form arrives after these dates, it will be processed according to the instructions you give on your registration form.
- (2) See "Scores & Score Reports" on page 12 for further information.

NOTES: Not all test centers are scheduled to test on all dates. Refer to the test center list in the Learners & Test Takers Section of the TOEFL Web site.



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